



UNITED STATES MARINE CORPS
MARINE CORPS AIR BASES WESTERN AREA EL TORO
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ABO 1650.1L
ABD/100
5 JUN 97

AIR BASES ORDER 1650.1L

From: Commander
To: Distribution List
Subj: AWARDS AND DECORATIONS
Ref: (a) SECNAVINST 1650.1F
(b) MCO 1650.19F

1. Purpose. To establish policy and provide instructions pertaining to awards and decorations within Marine Corps Air Bases Western Area (MCABWA).

2. Cancellation. ABO 1650.1K.

3. Summary of Revision. The Awards Board voting process revised.

4. Background. An important factor in leadership and morale is prompt and appropriate recognition of outstanding accomplishment above and beyond the status quo. The judicious use of awards is an effective means of fostering high morale, incentive and esprit de corps and is encouraged for those individuals who have brought distinction upon themselves and the command by acts or services which clearly demonstrate superior personal performance. It is not the intent of end-of-tour awards to become routine or automatic. The fitness report is the appropriate means of recognizing performance of duty. It is only in exceptional cases, when an individual's performance of duty conspicuously exceeds the norm and cannot be reflected adequately in a fitness report, that an award should be considered. Such recommendations shall reflect specific achievements.

5. Policy. It is the policy of the Commander, Marine Corps Air Base Western Area (COMCABWEST), that recognition of exceptionally meritorious service, achievement and significant events be given by approval of non-combat awards to members of this command.

6. Information

a. A MCABWA Awards and Decorations Board is established consisting of the following members:

Chief of Staff	(Senior Member)
Assistant Chief of Staff (AC/S), G-1	(Member and Recorder)
AC/S, G-3	(Member)
AC/S, G-4	(Member)
Inspector	(Member)

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Community Plans and Liaison Officer
Sergeant Major, MCABWA

(Member)
(Member for enlisted
personnel only)

b. The Awards Board will convene the third Thursday of every month unless otherwise directed by the Senior Member.

7. Procedures

a. Personal Awards Above NMCCM

(1) Recommendations for personal awards may be initiated by any officer senior to the individual being recommended.

(2) Personal award recommendations will be submitted per references (a) and (b) on OPNAV Form 1650/3 or 1650/6 (Personal Award Recommendation). This form must be filled out in its entirety. The evaluation of the recommendation for an award is based on the justification contained in the "Summary of Action." In composing the summary, specific rules apply as follows:

- (a) Avoid generalities.
- (b) Avoid the job description approach.
- (c) Refrain from excessive use of superlatives.
- (d) Write the summary objectively.
- (e) Give specific examples of the performance/event and manner in which it was accomplished.
- (f) Include combat history and a point of contact at the end of each Summary of Action.

(3) Each summary must be accompanied by a proposed citation. The citation must:

- (a) Be factual.
- (b) Exclude any classified material/information.
- (c) Be adaptable to publication by the news media.
- (d) Be 15-21 lines in length.

(4) Award recommendations must contain an original Personal Award Recommendation (OPNAV 1650/3 or 1650/6) and the Summary of Action and Citation on hard copy.

(5) All information contained in paragraph 7a(4) must accompany the award on a diskette using the Amipro software.

(6) Recommendations for awards higher than the NMCCM must arrive at this headquarters 90 days prior to the desired delivery date.

b. NMCCM and NMCAM

(1) COMCABWEST is the approving authority for NMCCM and NMCAM recommendations involving sustained performance/end of tour award, without regard to quota limitations.

(2) Commanding officers and unit commanders authorized to convene Special Courts-Martial (SPCM) are authorized to award the NMCAM for special achievement/superlative performance. The number of awards authorized is based on the number of billets in the unit's Table of Organization (T/O). NMCAM awards for Commanding Officers authorized to convene SPCM are based on one award per each 25 billets to include Fleet Assistance Personnel (FAP) per fiscal year, officer and enlisted. Quotas are computed separately for officers and enlisted personnel (i.e., squadron with T/O breakdown of 50 officers and 300 enlisted may issue two NMCAM's for officers and 12 NMCAM's for enlisted). Quotas will not be combined.

(3) NMCAM's may be awarded only to officers (Majors and below and enlisted personnel of the Navy and Marine Corps.

(4) The Commanding Officers of Marine Corps Air Stations (MCAS's) Yuma, Tustin and Camp Pendleton are delegated authority to award the NMCAM for special achievement/superlative performance to members of their organizations. Unit commanders at those air stations, though authorized to convene SPCM's, are not delegated this authority as it would duplicate the number of NMCAM's authorized by the station's T/O.

(5) NMCAM's awarded by Station Commanders will be presented at an appropriate ceremony or forwarded to the appropriate unit commander for presentation.

(6) Original Personal Award Recommendations (OPNAV 1650/3 or 1650/6) of the Navy and Marine Corps Achievement Medal Certificate (OPNAV 1650/10) will be forwarded to the Commandant of the Marine Corps (MHM-2), via this headquarters (Attn: Adjutant), for inclusion in the service members' OMPF's.

(7) Recommendations must arrive at this headquarters 30 days prior to the desired delivery date.

(8) Personal award recommendations will be submitted per references (a) and (b) on OPNAV Form 1650/3 or 1650/6 (Personal Award Recommendation). This form must be filled out in its entirety. The evaluation of the recommendation for an award is based on the justification contained in the "Summary of Action." In composing the summary, specific rules apply as follows:

- (a) Avoid generalities.
 - (b) Avoid the job description approach.
 - (c) Refrain from excessive use of superlatives.
 - (d) Write the summary objectively.
 - (e) Give specific examples of the performance/event and manner in which it was accomplished.
- (9) Each summary must be accompanied by a proposed citation. The citation must:

- (a) Be factual.
- (b) Exclude any classified material/information.
- (c) Be adaptable to publication by the news media.
- (d) Be 7-8 lines in length.

(10) Award recommendations must contain an original Personal Award Recommendation (OPNAV 1650/3 or 1650/6) and the Summary of Action and Citation on hard copy.

(11) All information contained in paragraph 7a(4) must accompany the award on a diskette using the Amipro software.

c. Certificate of Commendation

(1) May be issued by any commander who has the authority to approve the Navy and Marine Corps Achievement Medal.

(2) In those cases where a Commanding General's Certificate of Commendation is warranted, the recommendation will be submitted in the format of a naval letter with the proposed citation as an enclosure. The proposed citation must be within the following dimensions: no more than 10 lines and written in the third person.

(3) In those cases where a CMC Certificate of Commendation (NAVMC H2 S42) is warranted, a recommendation will be submitted to the CMC (MEM) on an OPNAV 1650/3 or 1650/6 with a proposed citation.


(4) Any officer desiring to submit a recommendation for a Certificate of Commendation (NAVMC 10631) will submit it to the commander having NMCAM issuing authority.

(5) Instructions for procurement of NAVMC 10631's are contained in reference (b).

8. Action

a. Identification of distinctive performance by individuals and initiating action to have that performance publicly recognized are functions of command. Accordingly, Commanding Officers will identify such performance and submit recommendations for an appropriate award consistent with the criteria established in reference (a).

b. Award recommendations will be forwarded by the Commanding Officer or Officer in Charge/section head of the individual concerned. Routing will be via the chain of command, through this headquarters, for action by the MCABWA Awards and Decorations Board and subsequent decision or submission to higher headquarters. Recommendations for certificates of commendation will not be routed through the Awards Board.


S. F. MUGG
Chief of Staff

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